



Human Resources

DATE POSTED: **January 13, 2006**

REQ. # 06-007

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **01-13-2006** TO **01-20-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
PARKS & RECREATION - FORT PIERCE COMMUNITY CENTER

POSITION AVAILABLE
PART TIME TEMPORARY RECREATION ASSISTANT

OF OPENINGS
1

STARTING SALARY
\$8.53 / hour

COMMENTS
This employee will assist with programs and facility rentals at the Fort Pierce Community Center. Night and weekend work is possible, as well as holiday events. Work schedule will be irregular. Employee may be asked to work during summer youth camps.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 606
PAY GRADE 06
SALARY - \$8.53 - \$13.19
RECREATION ASSISTANT

MAJOR FUNCTION: Semi-skilled work in the Recreation Division of the Parks and Recreation Department. Assists with sports and athletic programs, community center programs, children's camps and other recreational events. Also, oversees rental of recreation facilities when leased to the general public. Works under the supervision of a Recreation Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Some familiarity with recreational programs, organized sports and athletics activities, preschool and/or child care, adult recreation or education settings. Should have basic computer skills.

Abilities and Skills: Ability to work with children and adults in a recreational or sports setting. Ability to be creative in providing games and activities. Ability to perform minor clerical duties and complete facility use permits and financial reports. Ability to maintain control of participants during special events. Good interpersonal skills with the ability to work with people of all ages.

ESSENTIAL JOB FUNCTION: Employee will assist Recreation Supervisors in conducting programs at County community centers or sports facilities. Assist with specific games and activities during children on field trips. Leads children and/or adults in simple recreation activities (games, arts and crafts, sports, etc). Also assists with logistical duties at sporting events. When community centers are rented, employee may serve as houseman while event is in progress. Employee may be assigned to complete paperwork for facility rental, program registrations and financial reports. Work may include night, weekend and holiday assignments.

ESSENTIAL PHYSICAL SKILLS: Use of both arms and legs, good vision and hearing with or without correction. Good physical condition to participate in work activities.

ENVIRONMENTAL CONDITION REQUIREMENTS: Some employees work both indoors and outdoors. Occasional work outside includes the possibility of adverse weather conditions depending on the specific activity.

WORK HAZARDS: Inherent risk of injury while participating in physical activity.

EDUCATION: High School graduate or GED certificate. A comparable amount of experience may be substituted for the minimum qualifications.

EXPERIENCE: Some experience in recreation programs, educational setting, child care, adult care, sports and athletics program is required. A comparable amount of training may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION, OR REGISTRATION: Must have a valid Florida Driver's License and maintain a good driving record.

Union ✓	Non-Union	Exempt	Non-Exempt ✓
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